

THE MUNICIPAL COURT OF SEATTLE



Seattle Municipal Court CPI (Court Public Information) User Guide

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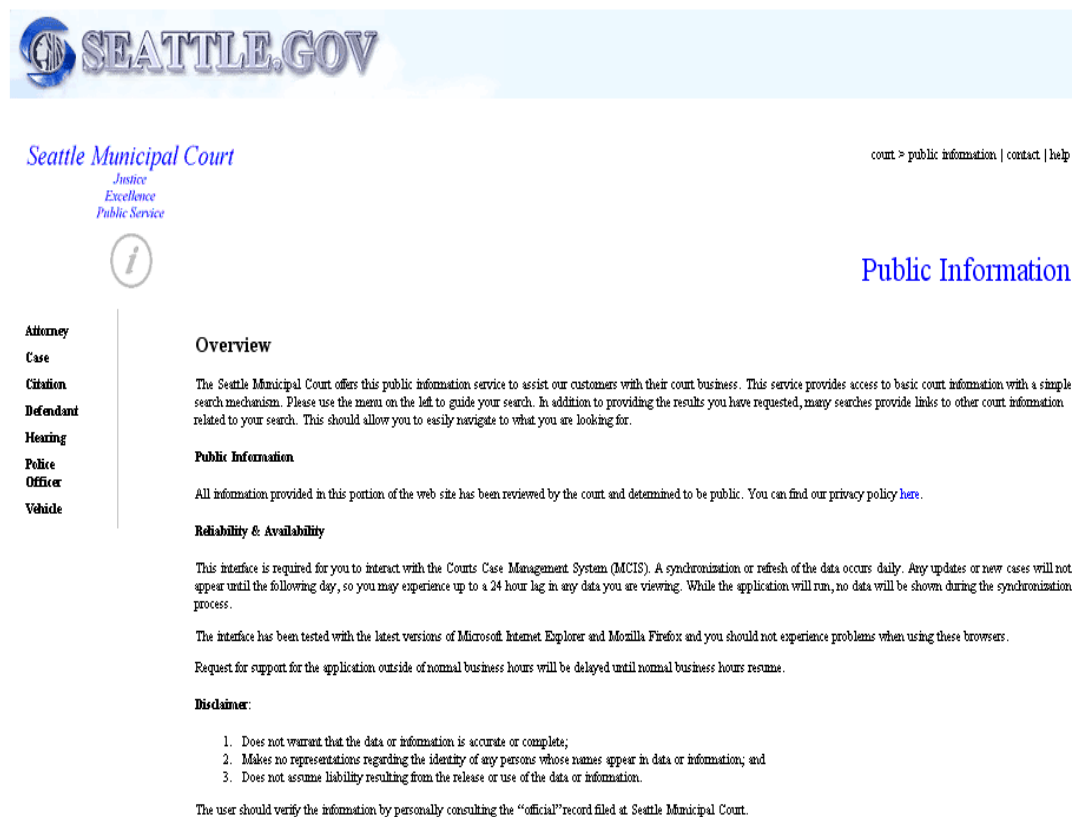
www.cityofseattle.net/courts

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What is CPI?

- CPI (Court Public Information) allows “view only” Internet access to non-confidential court case records filed in Seattle Municipal Court. CPI interfaces with the Municipal Court Information System (MCIS).
- CPI enhances the current public access application (courthouse kiosks) that is only available for use during Court business hours and is located at the Seattle Justice Center
- You can access the CPI home page through the Internet by going to <http://publicinformation.seattle.gov/cpi>
- Technical Requirements: The application has been tested on Microsoft Internet Explorer 6.0 and Mozilla Firefox 1.0.6, and the application should run properly for either.

Home Page:



The screenshot shows the Seattle Municipal Court Public Information website. At the top is the Seattle.gov logo. Below it is the Seattle Municipal Court logo with the tagline "Justice Excellence Public Service". A navigation menu on the left lists: Attorney, Case, Citation, Defendant, Hearing, Police Officer, and Vehicle. The main content area is titled "Public Information" and includes an "Overview" section, a "Public Information" section, a "Reliability & Availability" section, and a "Disclaimer" section. The "Overview" section states that the service provides access to basic court information with a simple search mechanism. The "Public Information" section states that all information provided has been reviewed by the court and determined to be public. The "Reliability & Availability" section states that the interface is required for interaction with the Courts Case Management System (MCIS) and that updates occur daily. The "Disclaimer" section lists three points: 1. Does not warrant that the data or information is accurate or complete; 2. Makes no representations regarding the identity of any persons whose names appear in data or information; and 3. Does not assume liability resulting from the release or use of the data or information. The user is advised to verify the information by personally consulting the "official" record filed at Seattle Municipal Court.

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Public Information

Overview

The Seattle Municipal Court offers this public information service to assist our customers with their court business. This service provides access to basic court information with a simple search mechanism. Please use the menu on the left to guide your search. In addition to providing the results you have requested, many searches provide links to other court information related to your search. This should allow you to easily navigate to what you are looking for.

Public Information

All information provided in this portion of the web site has been reviewed by the court and determined to be public. You can find our privacy policy [here](#).

Reliability & Availability

This interface is required for you to interact with the Courts Case Management System (MCIS). A synchronization or refresh of the data occurs daily. Any updates or new cases will not appear until the following day, so you may experience up to a 24 hour lag in any data you are viewing. While the application will run, no data will be shown during the synchronization process.

The interface has been tested with the latest versions of Microsoft Internet Explorer and Mozilla Firefox and you should not experience problems when using these browsers.

Request for support for the application outside of normal business hours will be delayed until normal business hours resume.

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Attorney Search:

There are two ways to search by Attorney: Bar Number and Name.
Depending on the search results, a list of names may be displayed.
Double click on the appropriate row. Once the Attorney Summary Screen is displayed you can then view Cases, Defendants and Hearings associated with the attorney.

1) By Bar Number:



The screenshot shows the Seattle Municipal Court website. At the top is the "SEATTLE.GOV" logo. Below it, the "Seattle Municipal Court" logo with the tagline "Justice Excellence Public Service" is on the left, and a navigation link "court > public information | contact | help" is on the right. A "Public Information" link is also visible. On the left side, there is a menu with options: Attorney, Bar Number, Name, Case, Citation, Defendant, Hearing, Police Officer, and Vehicle. The "Attorney Search" section is highlighted. The search form contains a text input field labeled "Washington State Bar Number" and a "Search" button. At the bottom, the email address "SMCWeb@seattle.gov" is displayed.

2) By Attorney Name:

Please enter three or more letters for the last name.



The screenshot shows the same Seattle Municipal Court website. The "Attorney Search" section is highlighted. The search form now contains three text input fields labeled "First Name", "Middle Name", and "Last Name", with a "Search" button below them. The "Last Name" field is the primary focus for the search. At the bottom, the email address "SMCWeb@seattle.gov" is displayed.

Case Search:

There are two ways to perform a case search:

1) Case number:



The screenshot shows the Seattle Municipal Court website. At the top is the "SEATTLE.GOV" logo. Below it, the text "Seattle Municipal Court" is displayed with the tagline "Justice Excellence Public Service". To the right, there are links: "court > public information | contact | help". On the left side, there is a vertical menu with the following items: "Attorney", "Case", "Citation", "Defendant", "Hearing", "Police Officer", and "Vehicle". The "Case" item is selected. In the center, under the heading "Case", there is a search form with a text input field labeled "Case Number" and a "Search" button. On the right side, there is a link for "Public Information". At the bottom, the email address "SMCWeb@seattle.gov" is displayed.

2) Incident Number:

A search by Police Incident number may result in multiple case records. If a list of case numbers is displayed, click on the appropriate row. Once the Case Summary screen is displayed you can then view Charges, Citations, Hearings, Case Level Obligations and Warrant information associated with the case.



The screenshot shows the Seattle Municipal Court website, similar to the previous one. The "Case" item in the left menu is still selected. In the center, under the heading "Case", there is a search form with a text input field labeled "Incident Number" and a "Search" button. The rest of the page layout, including the logo, tagline, links, and footer, is identical to the previous screenshot.

Citation Search:

Enter the citation (ticket) number in this field:

Once the Citation Summary screen is displayed, you can then view Charges and Citation Level Obligations associated with the citation.

If a charge has been amended the charges listed in the Charges submenu will indicate Amended Yes. To view the charge history, click on the appropriate row – the history for that charge will then be displayed.

The screenshot displays the Seattle Municipal Court website. At the top is the "SEATTLE.GOV" logo. Below it, the text "Seattle Municipal Court" is accompanied by the tagline "Justice Excellence Public Service" and a circular icon with a stylized 'i'. To the right, a navigation link reads "court > public information | contact | help". On the left side, a vertical menu lists several options: "Attorney", "Case", "Citation", "Defendant", "Hearing", "Police Officer", and "Vehicle". The "Citation" option is currently selected. The main content area is titled "Citation" and contains a search form. This form includes a text input field labeled "Citation Number" and a "Search" button. At the bottom of the page, a footer line contains the email address "SMCWeb@seattle.gov".

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Public Information

Attorney
Case
Citation
Defendant
Hearing
Police Officer
Vehicle

Citation

Citation Number

Search

SMCWeb@seattle.gov

Defendant Search:

There are two ways to perform a Defendant Search: Defendant Number and Name. Depending on the search results, a list of names may be displayed. Then you can click on the appropriate row. Once the Defendant Summary Screen is displayed you can then view Cases, Citations, Hearings, Defendant Level Obligations, Warrants associated with the defendant.

1) **Court Defendant Number.** This is the number that is assigned to a defendant when a charge is filed in Seattle Municipal Court.



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2) **By Defendant Name:**

Please enter three or more letters for the last name. Dates should be of the form "mm/dd/yyyy".




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Hearing Search:

Enter dates for the beginning and end of the range you would like to search for. Searches will be performed on the time period including the start date and excluding the end date. Dates should be of the form "mm/dd/yyyy". The range must be a maximum of two weeks.

The court schedule (calendar) will be displayed. To view additional information, double click on the appropriate row, the Hearing Summary screen will be displayed.



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[Public Information](#)

[Attorney](#)
[Case](#)
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[Defendant](#)
[Hearing](#)
[Police Officer](#)
[Vehicle](#)

Hearing Search

Please enter dates for the beginning and end of the range you would like to search for. Searches will be performed on the time period including the start date and excluding the end date. Dates should be of the form "mm/dd/yyyy". Please keep your searches to a maximum of two weeks.

Date Range

-

Location

▼

Police Officer Search:

Enter the Officer Number (badge number). A list of Cases, Defendants and Hearings associated with the officer and hearings will be displayed.



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Attorney
Case
Citation
Defendant
Hearing
Police
Officer
Vehicle

Police Officer

Officer Number


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Public Information


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Vehicle Search:

Enter the vehicle plate information and select State/Province from the drop down menu.
Depending on the search results, a list may be displayed.
Click on the appropriate row. Once the Vehicle Summary Screen is displayed, you can then view Cases, Citations, Defendants associated with the vehicle plate.



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Attorney
Case
Citation
Defendant
Hearing
Police Officer
Vehicle

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Public Information

Vehicle Search

Plate

State/Province

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CPI Code Definitions

Citation Type Codes:	Description
BK	Booking
CC	Criminal Complaint
CR	Criminal Citation
CS	Criminal Summons
IN	Infraction
IS	Infraction Summons
PK	Parking
Citation Status Codes:	Description
A	ACTIVE
D	DISPOSED
P	Paid
C	Cancelled
Case Status Codes:	Description
OPEN	OPEN
CLSE	CLOSED
WRNT	WARRANT
ONAP	ON APPEAL
WRIT	WRIT
DFLT	DEFAULT
GARN	GARNISHMENT
Plea Codes:	Description
NG	NOT GUILTY
G	GUILTY
A	ALFORD PLEA
NC	NOT COMMITTED
C	COMMITTED
Finding Codes:	Description
NG	NOT GUILTY
G	GUILTY
NC	NOT COMMITTED
C	COMMITTED
Disposition Codes:	Disposition Code Description
AF	APPEAL FILED
AM	AMENDED
BF	BAIL FORFEITED
CL	CLOSED
CN	CANCELLED
CV	CLOSED BY CONVERSION
CW	CLEARED AS A WARNING
DC	DISPOSITIONAL CONTINUANCE
DF	DEFAULTED
DM	DISMISSED WITH PREJUDICE
DP	DEFERRED PROSECUTION
DS	DEFERRED SENTENCE
DT	DRIVING WHILE LICENSE SUSPENDED

	DIVERSION
DW	DISMISSED WITHOUT PREJUDICE
FE	FINDING ENTERED
FT	FAILED TO APPEAR
HJ	HUNG JURY
NC	NO COMPLAINT FILED
OA	ON APPEAL
OS	OBLIGATIONS SATISFIED
PD	PAID IN FULL
PN	PENDING
PT	PRE-TRIAL DIVERSION
RF	REVOCATION HEARING IN LIEU OF FILING
RS	RESCHEDULED
SO	STIPULATED ORDER OF CONTINUANCE
SS	SUSPENDED SENTENCE
ST	STRICKEN
WA	WARRANT CANCELLED DUE TO AGE
Dismissal Codes	Dismissal Reason Description
1N3	FIRST TICKET IN 3 YEARS
1ST	1ST TICKET
ACM	ALL CONDITIONS MET
ADW	ADJUDICATION WITHHELD
AGE	CANCELLED BY COURT, DUE TO AGE
BRD	NO PROOF BEYOND REASON DOUBT
CMS	COMPROMISE OF MISDEMEANOR
DBJ	DOUBLE JEOPARDY
DEA	DECEASED
DMN	DEMINIMIS
DNC	DISMISSED BY REASON OF INCOMPETENCY
DOC	DF UNDER SUPERVISION OF DOC
DPC	DEFERRED PROSECUTION COMPLETED
ERR	DATA ENTRY ERROR, CANCELLED
FVD	FINDING VACATED, DISMISSED
FVM	FINDING VACATED
GDR	GOOD DRIVING RECORD
HAR	HARDSHIP
IDQ	UNABLE TO IDENTIFY OR WRONG DEFENDANT
IMP	IMPROPER TOW
INJ	INTEREST OF JUSTICE
INS	HAD INSURANCE
JRS	JURISDICTION EXPIRED
MCC	MENTAL HLTH CONDITIONS COMPLTD
MED	MEDICAL
MTG	MOTION GRANTED
NDV	NOT DEFENDANT'S VEHICLE
NEP	NO EVIDENCE PRESENTED
NFP	NO FACTUAL BASIS FOR PACE
NFR	NO FACTUAL BASIS FOR RADAR
NGI	NOT GUILTY BY REASON OF INSANITY
NGP	NEGOTIATED PLEA
NON	NO OFFICER NOTES

NOP	NO PERPONDERANCE
NOS	NO SHOW IMPOUND ADMIN HEARING
NPP	NO PRIOR PEDESTRIAN VIOLATIONS
NPR	NO PREPONDERANCE IN REPORT
NPS	NO PROBABLE CAUSE FOR STOP
NPW	NO PROSECUTING WITNESS
NRF	NO FACTS PROVIDED ON REPORT
NWM	AREA NOTWELLMARKED/SIGNCONFUSE
OCM	DISMISSED ON CITY'S MOTION
OFF	OFFICER ERROR/REQUEST
OFO	METER OUT OF ORDER
PCM	PROBATION CONDITIONS MET
PER	PROPER PERMIT EXISTED
PFC	NO PRIMA FACIE CASE
PIM	PAID IMPOUND
PNP	PROMISSORY NOTE NOT PRESENTED
PRF	PROOF PROBLEMS
PRM	PROSECUTORIAL MISCONDUCT
RAW	RETURNED AS CIT BEING WRITTEN
REP	REPAIRED
RVW	DISMISSED, REDMOND VS. WILSON
STV	SPEEDY TRIAL RULE VIOLATION
TNP	TICKET NOT PRESENTED
TOW	DISMISSED/FIRST TIME DWLS TOW
UPH	IMPOUND UPHELD
WCC	WRONG CODE CITATION
WFC	WENT FOR CHANGE